

CODE COMPLIANCE OFFICER

Position Code: 2361

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 351

Location: Planning

Approval Date: 2019

General Statement of Duties

Performs responsible technical work requiring independent judgment in enforcing state, county and town codes.

Distinguishing Features of the Class

An employee in this class is responsible for enforcing the Mooresville Zoning Ordinance, Minimum Housing Code, Commercial Maintenance Code, and applicable sections of the Code of Ordinances. Work is performed under general supervision and is evaluated through case status reports, review of results obtained, violation actions and feedback from the public.

Duties and Responsibilities

Investigates a variety of complaints from citizens and property owners regarding zoning regulations, junk vehicle violations, and nuisance code violations.

Assists property owners with developing solutions to achieve compliance with zoning regulations, junk vehicle codes, and nuisance codes.

Patrols the city to locate zoning, junk vehicle, and nuisance violations; conducts random site inspections.

Prepares written violation notices and maintains related files.

Conducts research and completes special projects as requested.

Interprets and explains zoning regulations to developers, builders, other city employees, and the general public.

Performs follow-up inspections to ensure that required improvements have been made.

Issues citations and provides pictorial and other evidence to be used in court cases against property owners who do not comply by correcting zoning/lot, junk vehicle, and nuisance violations within the stipulated time period.

Assists with minimum housing inspections as needed.

Prepares evidence and testifies in court proceedings as necessary.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of town, county and state zoning ordinances.

Knowledge of relevant town and county codes, legal processes, and state construction or trade codes.

Knowledge of town geography.

Skill in investigating lot/zoning, junk vehicle, and nuisance violations.

Skill in organizing and prioritizing work.

Skill in the use of a computer and related software.

Skill in reading maps, charts, blueprints, and surveys.

Skill in dealing with the public.

Skill in oral and written communication.

Skill in using Microsoft Office products.

Ability to keep detailed records and to prepare reports.

Ability to establish and maintain effective relationships with the public under adverse enforcement conditions.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data; prepare reports, operate a computer, and use a measuring device, and observe work for completeness.

Minimum Education and Experience

High school diploma or GED and two years' experience in code enforcement or related work; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Possession of or ability to obtain Zoning Official certification from the NC Association of Zoning Officials within 2 years of hire.